



## IN DIALOGUE

- **A COMPLETED AND APPROVED DIALOGUE BROADCASTER AGREEMENT FORM (BAF) LINKED TO THE APPLICATION FORM** for each Canadian broadcaster providing a Development Fee and/or a contribution from its 2022-2023 CMF Broadcaster Development Envelope. Please review the **BAF User Guide** available on the CMF Website under the Program's **NEED HELP?** section of the Application Documents.
- **A COMPLETED DIALOGUE APPLICATION FORM WITH PERSONA-ID # ENTERED IN THE APPLICABLE SECTIONS** Please review the **Application User Guide** available on the CMF Website under the Program's **NEED HELP?** section of the Application Documents.

*Beginning in 2022-2023, eligibility to CMF Diverse Community and gender initiatives in the Programs listed on the document PERSONA-ID BY PROGRAM will be determined only by validating the information reported by individuals in their PERSONA-ID account. To be considered for these initiatives, Applicants should look at the specific requirements of each Program's Guidelines and ensure that the PERSONA-ID numbers of all relevant individuals are included in the Key Personnel and the Directors and Shareholders sections of the online Dialogue application form.*

## BROADCASTER INFORMATION

- **DEVELOPMENT LETTER(S)/AGREEMENT(S)** from a Canadian broadcaster confirming financial participation.

## FINANCING INFORMATION

- **ALL FINANCING AGREEMENTS FROM OTHER COMMITTED SOURCES** evidencing the terms, conditions and value of the financial contributions with the status of each request. Fully executed deal memos and short-form agreements are acceptable at this stage.

## DEVELOPMENT BUDGET INFORMATION

- **SIGNED AND DATED DEVELOPMENT BUDGET** in standard CMF format. (Template available) If a demo expense is included in the budget, please provide a separate demo budget using the development budget template.

## CREATIVE INFORMATION

- **SYNOPSIS** detailing the themes, subject matter and setting of the storyline.
- **CREATIVE MATERIAL** script, bible, treatment, outline, rundown.
- **REWRITE PROPOSAL** (if applicable).

*If Digital Media costs are included within the Television development budget:*

- **(DM) PROJECT DESCRIPTION** also indicate how the DM Component is associated with or derived from the TV Component.

## UNDERLYING RIGHTS INFORMATION

- **SUMMARY OF CHAIN OF TITLE** a chronology of all agreements related to the copyright of the project, from conception to application.
- **ALL RIGHTS DOCUMENTATION** including but not limited to: transfer of rights agreements, writer's and director's agreements, option/purchase agreements, publisher's releases, quit claims, assignment consents and all other agreements or documents demonstrating that the television component holds the requisite rights to the concept and underlying creative material necessary to develop, produce, distribute and exploit the television component for at least 24 months. Please note that if there is a legal opinion that exists regarding the chain of title which

confirms, to the satisfaction of the CMF, that the applicant owns all the rights for the development, production and exploitation of the television component then the legal opinion may be submitted in place of these separate documents.

- **PUBLISHER'S RELEASE** ([if applicable](#)).
- **SIGNED WRITER(S) AND DIRECTOR(S) AGREEMENTS** if applicable/available. Including any amendments and the payment schedule. Deal memos are acceptable at this stage.
- **CO-PRODUCTION AND/OR JOINT VENTURE AGREEMENT(S)** ([if applicable](#)).

*If Digital Media costs are included within the Television development budget:*

- **(DM) SUMMARY OF CHAIN OF TITLE** a chronology of all agreements related to the copyright of the project, from conception to application.
- **(DM) SIGNED WRITER(S) AND DIRECTOR(S) AGREEMENTS**

## KEY CREATIVE PERSONNEL

- **C.V. FOR ALL PRODUCER(S), WRITER(S), AND DIRECTOR(S)** if known with complete histories of work, education, certifications, awards, and nomination to date, indicating citizenship.

**CORPORATE INFORMATION** documents under this section to be submitted under the **Records** menu, under My **Organizations**; select **Manage Documents** button on top right; click on Add and then **Submit**. Only required if there have been changes to the corporate information since the last application.

- **NEW DECLARATION OF THE CORPORATION'S CANADIAN STATUS, AND ITS SHAREHOLDERS AND DIRECTORS** ([the new 2022-2023 form is available on the CMF website](#)). Please submit a form for the applicant company and if applicable, for the co-applicant, parent companies or any other shareholder that is a company.
- **COMPLETE INCORPORATION DOCUMENTS** articles of incorporation and by-laws for all television component applicants, television component co- applicants and parent companies, as applicable.
- **CORPORATE PROFILE** including company mandate for all television component applicants, television component co-applicants and parent companies, as applicable.
- **SHAREHOLDER'S OR PARTNER'S AGREEMENT** ([if applicable](#)).
- **CORPORATE SECRETARY'S CERTIFICATE** naming the officers and indicating their signing authority.
- **CORPORATE FINANCIAL STATEMENTS** for the past three years must be provided for all television component applicants, television component co- applicants and parent companies. Notwithstanding the below requirements, the CMF reserves its rights to request from the television component applicant(s), at any time and at the CMF's absolute discretion, consolidated and audited annual financial statements. Consolidated and audited annual financial statements if consolidated annual gross revenue of the TV Component Applicant and its Related Parties is equal to or greater than \$10 million; **OR** Consolidated annual financial statements, together with a review engagement report if consolidated annual gross revenue of the TV Component Applicant and its Related Parties is equal to or greater than \$5 million but less than \$10 million; **OR** Non-consolidated annual financial statements, together with a notice to readers if consolidated annual gross revenue of the TV Component Applicant and its Related Parties is less than \$5 million.

*\*The CMF reserves the right to require other documentation from applicants for the completion of the assessment of the project.*

## NOMENCLATURE OF DOCUMENTS

Having a **Description** and selecting a **Type** that makes sense to each Required Document uploaded in your Application Form **will ensure proper analysis of your project.**

**Required Documents**

Visit the Programs page at [www.cmf-fmc.ca](http://www.cmf-fmc.ca) to find the list of required documents.

The maximum file size allowed is 25MB. Documents too large are highlighted in red

Document	Website URL	Description	Type
<input type="button" value="UPLOAD"/> <input type="text" value="Drop file here"/>	<input type="text"/>		--Select--

[Add](#)

For the **Description** of each uploaded document, **copy the names of the documents from the List of Required Documents.**

### EXAMPLES:

- **CREATIVE MATERIAL** script, bible, treatment, outline, rundown.

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Document	Website URL	Description	Type
<input type="button" value="UPLOAD"/> <input type="text" value="Drop file here"/>	<input type="text"/>	CREATIVE MATERIAL_Treatment	Outline/Proposal/Treatment/Synopsis

[Add](#)

- **NEW - DECLARATION OF THE CORPORATION'S CANADIAN STATUS, AND ITS SHAREHOLDERS AND DIRECTORS** (the new 2022-2023 form is available on the CMF website). Please submit a form for the applicant company and if applicable, for the co-applicant, parent companies or any other shareholder that is a company.

The maximum file size allowed is 25MB. Documents too large are highlighted in red

Document	Website URL	Description	Type
<input type="button" value="UPLOAD"/> <input type="text" value="Drop file here"/>	<input type="text"/>	DECLARATION OF THE CORPORATION'S CANADIAN STATUS, AND ITS SHAREHOLDERS AND DIRECTORS_Applicant Company Name	Corporate Profile
<input type="button" value="UPLOAD"/> <input type="text" value="Drop file here"/>	<input type="text"/>	DECLARATION OF THE CORPORATION'S CANADIAN STATUS, AND ITS SHAREHOLDERS AND DIRECTORS_Co-Applicant Company Name	Corporate Profile

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Please be aware that any material exceeding maximum page limits will not be reviewed during the selective evaluation process. Hyperlinks provided for audiovisual material should not lead to platforms requiring registration or sharing personal information about connected users with applicants (e.g. Google Drive, Microsoft OneDrive). Documents directly uploaded to Dialogue must be in PDF, Microsoft Word, Microsoft Excel or any file type supported by Microsoft Office or Adobe Acrobat. File formats for data compression (e.g. ZIP) must only be used for images, audio and audiovisual files. Documents with unsupported file types (e.g. Apple Pages, Apple Numbers) will not be reviewed.